



Procedure: Length of Certification Periods

Functional Area: VIII Certification, Eligibility and Coordination of Services

Section: E 1 a

Approval Date: 6/2015

Citation: 246.7 (g), (h)

Revised Date: 7/2016

Purpose	Describe time frames for certification periods for each category of eligible clients.
Pregnant Woman	<p>A pregnant woman will be certified at time of entrance into the Program for the duration of her pregnancy <u>and</u> for up to 6 weeks postpartum.</p> <p>A pregnant woman who is certified as presumptively eligible is eligible for the duration of her pregnancy and for up to six weeks postpartum only if she is determined at nutritional risk within sixty days of the date of certification. If she is found to not be at risk when the nutritional assessment is done, she would no longer be eligible to receive program benefits and would be terminated effective immediately.</p>
Pregnant Woman Who Miscarries & Becomes Pregnant Within Six Weeks of the Miscarriage	<p>A pregnant woman who experiences a miscarriage during a current certification period and who becomes pregnant within the six week period following the miscarriage would need to be recertified as a pregnant woman.</p> <p>Since the information used to determine risk must be reflective of the current pregnancy a full certification must be done, including height, weight, hemoglobin, and health assessment.</p>
Not Breastfeeding Woman	<p>A woman who participated in the Program during pregnancy will be certified within 6 weeks of termination of pregnancy for a period up to 6 months postpartum (based on delivery date).</p> <p>A woman whose pregnancy ends due to miscarriage or abortion will be certified within 6 weeks of the miscarriage or abortion for a period up to 6 months postpartum (based on date of miscarriage or abortion).</p> <p>A woman who was enrolled in WIC during pregnancy, but failed to return for certification within six weeks after the birth of her infant may be enrolled any time up to 6 months postpartum.</p> <p>A postpartum woman who was not enrolled during pregnancy may be certified at any time up to 6 months not breastfeeding.</p> <p>The woman must be terminated at 6 months postpartum (based on delivery date) regardless of when she was certified.</p>

**Not Breastfeeding
Woman (cont.)**

Program benefits should be issued until the end of the 6th benefit month after delivery.

**Woman Who Becomes
Pregnant Within 6
Months of Delivery**

A woman who becomes pregnant again before she is 6 months postpartum, must be scheduled for a certification visit as soon as possible after staff are notified of the pregnancy. Until the certification appointment she would receive checks for a not breastfeeding woman. After she has been certified as a pregnant woman she would receive benefits as a pregnant woman through the certification period.

Breastfeeding Woman

A breastfeeding woman who participated in the Program during her pregnancy will be certified within 6 weeks of termination of pregnancy as a breastfeeding woman. This client would continue to receive benefits as a pregnant woman until she is certified as breastfeeding.

A breastfeeding woman who did not participate in the program during pregnancy or who did not return to be certified after the end of pregnancy may be certified at any time during the one year postpartum period.

A woman who is breastfeeding may be certified until 1 year postpartum or until she stops breastfeeding, whichever occurs first.

A breastfeeding woman's certification ends on the last day of the month of the infant's first birthday.

**Breastfeeding Woman
Who Stops
Breastfeeding During a
Current Certification
Period That is Within 6
Months After Delivery**

When a certified breastfeeding woman stops breastfeeding any time before her infant is 6 months old a CPA should evaluate her risk status as a not breastfeeding woman using the risks identified during the post-delivery certification. IF:

- ◆ The mother has a nutritional risk that would have made her eligible as a not breastfeeding woman at the post-delivery certification, change her status to a not breastfeeding woman and continue issuing benefits until 6 months postpartum.
 - ◆ The woman has no independent risks which would have made her eligible as a not breastfeeding woman at the post-delivery certification she would be found ineligible. She would receive one month's benefits. She must be notified of ineligibility. She must be terminated from the program and her record terminated in Journey.
 - ◆ The woman had no independent risks at the post-delivery certification visit that would qualify her as a not breastfeeding woman, AND she requests to be reevaluated using current risks she must be offered an appointment to reapply that is within the next 20 calendar days.
-

Breastfeeding Woman Who Stops Breastfeeding During a Current Certification Period That Is Between 6 Months and 1 Year After Delivery

If a breastfeeding woman stops breastfeeding any time after six months postpartum, but before the infant's first birthday, she would be terminated immediately. She would not require 15 days advance written notice before benefits are stopped.

Breastfeeding Woman Who Becomes Pregnant During a Current Certification Period

A breastfeeding woman who becomes pregnant during a valid certification period should be recertified as a pregnant woman as soon as possible, but no later than 10 days after notifying staff of the pregnancy.

The processing standards begin with the date the woman tells staff she is pregnant.

The client's breastfeeding record would need to be terminated in Journey before re-enrolling her as a pregnant woman.

Breastfeeding Woman Whose Infant is Receiving More Than ½ the Amount of Formula Provided to Fully Formula Fed Infants

The client would continue their program eligibility until 1 year postpartum. They would not receive checks. They would receive all other program benefits such as health & nutrition education and referrals.

- ◆ Checks should be issued through the month her infant is provided with formula in an amount greater than ½ the amount provided to a fully formula fed infant.

Infant

Infants under 6 months of age at the time of initial certification will be certified up to their first birthday.

- ◆ To assure that the quality and accessibility of health care services are not diminished, length, weight, hematocrit/ hemoglobin (optional), health history, and diet history must be taken at approximately the middle of the certification period for those infants whose certification period is 9 or more months long. The biochemical (optional), anthropometric, health and nutritional findings will affect the certification (risk codes, etc.), and will be used for updating education and referrals.
- ◆ The biochemical and anthropometric data is to be entered into the computer system as a change. Changes are to be made to risk codes only if additional risk(s) are identified.
- ◆ The growth chart and Infant Health Assessment are to be updated.
- ◆ Nutrition education will be made available at a quarterly rate, that is, approximately every three months. Therefore an infant may require up to 4 nutrition education contacts over a certification period.

Infants who are 6 months of age or over at the initial certification will be certified for a period of 6 months.

Category change from infant to child should take place at one year of age.

Breastfed Infant Whose Mother Stops Breastfeeding Before 1 Year of Age

When a breastfeeding woman stops breastfeeding before the infant is one year of age, the infant's status must be changed to Infant Fully Formula Fed (IFF).

The infant would continue to receive benefits without interruption until the end of the certification period.

Child

A child will be certified at time of entrance into the Program and at 6 month intervals thereafter.

A child shall be terminated from the WIC Program no later than the end of the month of his fifth birthday.

Program benefits should be issued through the benefit month in which the child has their fifth birthday.

Example: A child turns five on January 28th.

Situation 1: The child comes to clinic on November 16th and receives bimonthly checks. The last date to use on the checks is January 17th. He returns to clinic on January 18th. He receives one month' checks and notification that benefits are about to expire because the last date to use (January 18th) is before his fifth birthday.

Child (cont.)

Situation 2: The child comes to clinic on November 28th and receives bimonthly checks. The last date to use on the checks is January 29th. He would receive notification that benefits are about to expire when checks are issued in November. He does not receive checks in January because the last date to use is January 29th which is the day after he turns five years old.

Persons Found Ineligible During A Certification Visit

If a person is found ineligible during a certification visit, checks are not to be issued. The applicant is to be given written notice of Ineligibility.
